

**OFFICE OF THE COUNTY EXECUTIVE**

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November 10, 2022

To: All Commissioners and Department Heads

From: Edwin J. Day, County Executive

Subject: **EXECUTIVE ORDER 2022-2: RFBs AND RFPs Through Purchasing Department.**

*Purpose of Order*

Based on a recent review of the competitive bidding (RFB) and the competitive proposal (RFP) processes for capital projects utilized by various County departments, a lack of consistency in such processes has been identified concerning how the solicitations are issued, managed, evaluated, and awarded.

Given that compliance with the County procurement policy and New York State General Municipal Law is of utmost concern and can only be guaranteed through a consistent approach to the bidding process across all of the County's departments, it has been determined that, in the best interest of the County, all competitive solicitations (RFBs and RFPs) for all construction, professional services, and other capital projects be issued and managed through the Department of General Services – Division of Purchasing. The Division of Purchasing already issues and awards hundreds of procurements annually, and having all procurements channeled through the Division of Purchasing will provide consistency to the bidding process.

*Implementation of Executive Order*

- I. *The Director of Purchasing's responsibilities.*
  - a. The Director of Purchasing shall be in charge of all steps related to the procurement of Capital Project work, including the review of the project specifications, determining the best procurement methods for each project, creating bid documents, advertisement of solicitations, processing requests on OnBase (or any

other system), scheduling and conducting pre-bid and pre-proposal meetings, attending site-visits, responding to all bid related questions, analyzing received bids and proposals for "Responsiveness," making formal recommendations for an award, and sending letters of award.

II. *Effective Date and Scope of Order*

- A. This Executive Order is effective immediately.
- B. This Executive Order is binding upon all County agencies within the Executive Branch of government.



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Edwin J. Day  
COUNTY EXECUTIVE

Cc: Laurence O. Toole, Clerk to the Legislature